

Human Resources Memorandum

SUBJECT: Hiring and Proper Use of Student Assistants and Retired Annuitants	NUMBER: HR 13-012
	DATE ISSUED: 7/19/13
DISTRIBUTION: All Staff	EXPIRES: N/A

This memorandum provides Department of Fish and Wildlife (DFW) supervisors and managers with direction regarding the hiring and proper use of Student Assistants and Retired Annuitants.

STUDENT ASSISTANT and GRADUATE STUDENT ASSISTANT

The purpose of the Student Assistant and Graduate Student Assistant classifications are to:

1. Familiarize college students with career possibilities in State employment.
2. Gain student interest in State employment.
3. Perform specialized project work related to their field of study.

Employment in both classifications is based on continued enrollment in a college curriculum and is restricted to students who are admitted for enrollment in a curriculum that will prepare them to attain the objectives of the departmental organization where they are/will be employed. The *Student Assistant* classification is designed for undergraduates performing pre-professional duties. The *Graduate Student Assistant* classification is restricted to students in a college or university curriculum leading to an advanced degree in a professional area and requires the performance of entry-level professional work. The work assigned to incumbents of both classifications *must* be related directly to their college curriculum and academic goals.

NOTE: Student Assistants' primary duties are not to be performing general technical or administrative duties. Instead, Student Assistants must be performing technical work that will provide them with job experience in tasks related to their field of study. Students with undeclared majors should be assigned duties which are in accord with their scholastic interests. Hiring supervisors/managers in need of clerical staff on a short-term basis should utilize other classifications, such as the Seasonal Clerk, Youth Aid, or Office Assistant.

Additionally, Student Assistant and Graduate Student Assistant classifications should *not* be used in place of permanent civil service positions.

Alternate Range Verification

The alternate salary ranges for the classifications of Student Assistant and Graduate Student Assistant were established to provide recognition for academic progression and previous State service. Verification of college enrollment is required. Prior to hiring a Student Assistant or Graduate Student Assistant, hiring managers/supervisors should obtain from the student, a copy of their college/university transcript. This documentation should be kept up-to-date in the employee's Official Personnel File (OPF).

Tenure in the Classifications

Both the Student Assistant and Graduate Student Assistant are non-testing classifications. A non-testing class is a temporary appointment (TAU) class in which the appointment shall not exceed nine months in a 12-month period. Generally, the appointments last from four to nine months. Individuals in these classifications receive no permanent status in State service.

Employment in all cases for the Student Assistant and Graduate Student Assistant is on a less than full-time basis either as occasional employment or on a part-time basis during the school year. Individuals in these classifications work on an actual hours worked basis to a maximum of 1500 hours. This allows hiring supervisors/managers to work employees in these classifications up to 1500 hours in a 12 consecutive-month period regardless of the number of days they have.

Non-Civil Service Students and Non-Paid Student Interns

DFW offices that employ students through University Enterprises, Inc. (UEI) or other contracts, and/or non-paid student interns are to adhere to the proper use of students explained above.

In addition, below is a list of temporary employment type classifications that DFW supervisors/managers may use to assist with meeting their mission.

Non-Represented (Excluded) Student Classifications

Classification	Class Code
Graduate Student Assistant	4872
Student Aid	9679
Student Assistant	4870
Youth Aid	9991

Represented Students/Seasonal Clerks

Classification	Class Code	Bargaining Unit
Fish and Wildlife Scientific Aid	0835	R11
Fish and Wildlife Seasonal Aid	0790	R11
Seasonal Clerk	1120	R04

RETIRED ANNUITANTS

Retired Annuitants (RA) may be utilized when approved by the DFW's Executive Review Committee to be critical to the department's core mission. Retired annuitants are to be temporary in nature. Examples of the proper use of a retired annuitant are: mentor new employees, transfer knowledge and provide expertise to other employees, and complete a time limited project.

When requesting to hire a RA, hiring supervisors/managers must include a justification outlining the mission critical need for the hire.

Direct any questions to your assigned Personnel Analyst.